

CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS



**ADMINISTRATOR
VETERANS HOME OF CALIFORNIA –
LANCASTER**



Governor's Exempt Appointment

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

EMPLOYMENT OPPORTUNITY

FINAL FILING DATE: Open Until Filled

SALARY: Exempt Level K - \$7,616 - \$8237/ month

**THE SALARY LISTED FOR THIS POSITION WILL BE ADJUSTED
TO COMPLY WITH THE PROVISIONS OF THE 2010 PERSONAL LEAVE PROGRAM.**

LOCATION: William J. "Pete" Knight, Veterans Home of California, Lancaster
45221 30th Street West, Lancaster, CA 93536

WHO SHOULD APPLY: Nursing Home Administrator with an advanced degree in Health Administration. Current California State Residential Care Facility for the Elderly License or ability to obtain one. Eligible honorably discharged Veterans are encouraged to apply.

DUTIES

Under the general direction of the Deputy Secretary of Veterans Homes, and in coordination with the State Veteran Home Administrator of West Los Angeles, the Administrator of the Lancaster State Veterans Home satellite facility has overall responsibility for the care of aged and/or disabled, wartime veterans and the management of the facility and staff.

- Direct the planning, implementation, modification or termination of all projects and services; supervise the administration of all medical and non-medical service units (with the exception of those that are administered through Headquarters); direct, coordinate, integrate and review the work of the various service units; establish priorities for the effective delivery of various health related and non-health related services; recommend to and negotiate with departmental administration for staff, fiscal support, equipment and supplies necessary to carryout projects and services related to treatment and service units of the Homes.

- Coordinate the development of the Agency's annual budget relating to the home; appear at hearings with the Department of Finance and legislative budgetary committees as requested; act as advisor to Veterans Home executive management concerning issues of significant policy impact; assure that policy is implemented uniformly; and evaluate program accomplishments.
- Represent the Veterans Home and its services and programs through contacts with private and public organizations, community groups and citizens committees on matters concerning the Home's various services and at a variety of meetings and hearings involving federal, state and local government.
- Ensure that the Home meets all licensing and certification standards through planning, training, physical facility improvement, policies and procedures with ongoing contacts with regulatory agencies such as the Department of Health Services, California Medical Association, USDVA, the Department of Social Services and the Veterans Administration Governing Board.
- Review and make recommendations regarding proposed legislation that affects the care of aged and/or disabled wartime veterans whom the Veterans Home serves.
- The candidate must also have the ability to understand and comply with a complex system of laws and regulations to include: Health and Safety Code-Division 2 Chapter 3.3, Welfare and Institutions Code-Division 9 Chapter 8.7, Title 22 –Division 1.8 Chapter 1.5 (Department of Aging Regulations), Title 22-Division 3 Chapter 5 (Medi-Cal Certification Regulations), Title 22-Division 5 Chapter 10 (Licensing Regulations), Title 22-Division 6 Chapter 8 (Residential Care for the Elderly), CFR Part 52 (Per Diem for Adult Day Health Care of Veterans in State Homes).

A preliminary review of all applications will occur by an Executive Screening Committee. Only the most qualified candidates will be invited for interview. A recommendation will be made to the Governor's Office for appointment to this Exempt position.

All interested applicants must file a standard state application (Form 678), resume and a separate "Statement of Qualifications" specifying how the candidate's background and experience relates to the applicant's ability to perform in the specified position. The "Statement" should be no more than three pages in length. Submit these documents to:

**Department of Veterans Affairs
Human Resources Office
1227 O Street, Room 404
Sacramento, California 95814
Attention: Eileen Fuller**

IN ADDITION, YOU MUST SUBMIT THE ON-LINE GOVERNOR'S APPOINTMENT APPLICATION, DIRECTLY TO THE GOVERNOR'S OFFICE AT:

http://gov.ca.gov/m_appointments.php

Questions regarding the application process may be directed to Eileen.Fuller@cdva.ca.gov (916) 653-2097. TDD is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device. (916) 653-1966.